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TRADE AND DEVELOPMENT BOARD
Seventeenth executive session
Geneva, 8 May 1998

**SYNOPTIC RECORD OF THE PROCEEDINGS OF THE TRADE AND DEVELOPMENT BOARD AT ITS SEVENTEENTH EXECUTIVE SESSION**
(8 May 1998)

Prepared by the UNCTAD secretariat */

*/ Pending the distribution of the final report of the Trade and Development Board on its seventeenth executive session (to be issued in TD/B/EX(17)/3), the secretariat is circulating this synoptic record of the seventeenth executive session for the information of delegations and other users. The final report will contain the summaries of statements made on the various items.

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## I. DECISIONS ADOPTED BY THE TRADE AND DEVELOPMENT BOARD AT ITS SEVENTEENTH EXECUTIVE SESSION [1/2/]

### Decision 449 (EX-17): UNCTAD's publication policy

The Trade and Development Board, taking into account the ongoing work in the secretariat to streamline UNCTAD's publications policy, the relevant reports, and the establishment of a Publications Committee within the secretariat, agrees that:

1. The efforts undertaken by the secretariat in this respect are most welcome; the Board also takes note of the Working Party's satisfaction with the mechanisms put in place within the secretariat to ensure the systematic oversight and improvement of UNCTAD's publications activities;

2. Member States be encouraged to take an active part in a transparent review of UNCTAD's publications policy through consultations between the member States and the secretariat, so as to ensure that publications meet their needs and fulfil the priorities set for UNCTAD;

3. The Secretary-General of UNCTAD be invited to hold meetings with member States regarding UNCTAD's publications policy at an appropriate stage of the planning and review process, as follows:

(a) The Working Party will, at the start of each year, meet informally with UNCTAD's programme managers to discuss the specific list of publications planned for the year; at the same time, the Working Party will also consider a report of the Secretary-General on the implementation of UNCTAD's publications policy and will report to the Trade and Development Board; the two meetings will not exceed two days altogether;

(b) In the autumn of the first year of each biennium, the Secretary-General of UNCTAD will meet informally with the members of the Working Party to discuss a draft list of publications proposed for the next biennium;

(c) The Working Party will review the draft work programme early in the following year, including the draft list of proposed publications, after which the Secretary-General of UNCTAD will finalize his programme budget submission to the Secretary-General of the United Nations; the Working Party will review the proposed programme budget at the time it is submitted to the General Assembly and will report to the Trade and Development Board which, in turn, will endorse the recommendations to be transmitted to the General Assembly's review bodies;

(d) The Working Party will also review the results of a survey of publications issued during the previous year, as well as any in-depth

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[1/] For other action by the Board at its seventeenth executive session, see chapter II below.

[2/] For the agenda for the seventeenth executive session, see annex I below.

readership surveys of selected publications which will have been conducted; readership surveys should be conducted on an annual basis; in the light of recent experience, the secretariat should seek to improve the design, methodology and scope of readership surveys so that they fulfil their crucial role;

(e) All member States are encouraged to respond as fully as possible to readership surveys.

893rd plenary meeting
8 May 1998

**Decision 450 (EX-17): Trust fund to enhance participation of developing countries' experts in UNCTAD meetings**

The Trade and Development Board, having received a progress report under item 3 of its agenda on the trust fund to enhance the participation of developing countries' experts in UNCTAD meetings in accordance with the decision of the forty-fourth session of the Board, decides that:

(a) Informal consultations under the authority of the President of the Board shall be held on the operational modalities of the trust fund to enhance participation of developing countries' experts in UNCTAD meetings in accordance with paragraph 114 of "A Partnership for Growth and Development", with a view to enabling the Secretary-General of UNCTAD to modify the operational modalities of the Trust Fund to include *inter alia* two windows, one for earmarked and one for non-earmarked contributions;

(b) The President of the Trade and Development Board is requested to complete these informal consultations by 3 July 1998 so that the operational modalities can be endorsed by the Trade and Development Board at its eighteenth executive session on 10 July 1998.

893rd plenary meeting
8 May 1998

## II. OTHER ACTION BY THE BOARD

### Report of the Working Party on the Medium-term Plan and the Programme Budget on its thirty-first session: Board decision 447 (EX-16) on UNCTAD's publication policy; and Board decision 448 (EX-16) on savings resulting from improved overall cost effectiveness

(Agenda item 2)

1. The Board noted that the members of the Working Party had requested the President of the Trade and Development Board to undertake informal consultations on the establishment of guidelines and modalities, to be endorsed by the Board at its eighteenth executive session on 10 July 1998, for the distribution of the relevant funds for the financing of experts. The informal consultations were to involve the Secretary-General of UNCTAD and were to be completed by 3 July 1998.

### Other business

(Agenda item 5)

2. The Board approved the draft provisional agenda for its eighteenth executive session. (For the provisional agenda, see annex II below).

## Annex I

### AGENDA FOR THE SEVENTEENTH EXECUTIVE SESSION OF THE BOARD

1. Adoption of the agenda

2. Report of the Working Party on the Medium-term Plan and the Programme Budget on its thirty-first session: Board decision 447 (EX-16) on UNCTAD's publication policy; and Board decision 448 (EX-16) on savings resulting from improved overall cost effectiveness

3. Progress report by the Secretary-General of UNCTAD on the trust fund to enhance participation of developing countries' experts in UNCTAD meetings in accordance with the decision of the forty-fourth session of the Trade and Development Board

4. Institutional, organizational, administrative and related matters:

   (a) Review of the calendar of meetings

   (b) Administrative and financial implications of the actions of the Board

5. Other business

6. Adoption of the report of the Board

## Annex II

**PROVISIONAL AGENDA FOR THE EIGHTEENTH EXECUTIVE SESSION OF THE TRADE AND DEVELOPMENT BOARD**

10 July 1998

1. Adoption of the agenda

2. Election of officers

3. Mid-term review

4. UNCTAD's contribution to the UN-NADAF: UNCTAD's activities in favour of Africa (agreed conclusions 443 (XLIV))

5. Institutional, organizational, administrative and related matters:

   (a) Designation of intergovernmental bodies for the purposes of rule 76 of the rules of procedure of the Board

   (b) Designation of non-governmental organizations for the purposes of rule 77 of the rules of procedure of the Board

   (c) Designation of the President and Bureau of the forty-fifth session of the Trade and Development Board

6. Report by the President of the Trade and Development Board on his informal consultations on:

   (a) Guidelines and modalities for funds from savings resulting from improved overall cost-effectiveness for financing of experts

   (b) Operational modalities of the Trust Fund to enhance participation of developing countries' experts in UNCTAD meetings

7. Other business

8. Report of the Board on its eighteenth session

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